



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

OCT 06 2003

In reply refer to:  
I-03/012595-P2

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE ARMY  
(DEFENSE EXPORTS AND COOPERATION)  
(DASA(DE&C)/SAAL-ZN)  
DEPARTMENT OF THE ARMY

DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(INTERNATIONAL PROGRAMS)  
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE  
(INTERNATIONAL AFFAIRS)  
DEPARTMENT OF THE AIR FORCE

DEPUTY DIRECTOR FOR SECURITY ASSISTANCE  
DEFENSE FINANCE AND ACCOUNTING SERVICE  
DENVER CENTER

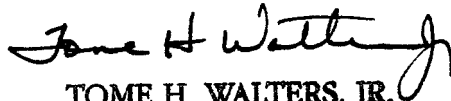
SUBJECT: Lease Reporting in the Defense Security Assistance Management System  
(DSAMS) (DSCA 03-20)

The Security Assistance Management Manual (SAMM), DoD 5105.38-M, outlines the reporting requirements for the Lease Program. The SAMM currently requires submission of the DSCA(Q)1146 report to DSCA on a quarterly basis. With the automation of leases in DSAMS, lease reporting can now be accomplished electronically. Therefore, the requirement for hard-copy submission of the DSCA(Q)1146 report is cancelled.

Implementing Agencies (IAs) must continue to update each lease under their cognizance in DSAMS not later than 30 days after the end of each quarter. Details on required DSMAS entries are attached to this memorandum. Each IA will develop its own policy outlining who will be responsible for leases within its organization (country desk officers, financial officers, etc.). Additionally, each IA will designate one point of contact for its lease program to interface with DSCA. This point of contact will notify DSCA on a quarterly basis when all leases have been updated and work with DSCA to resolve any lease issues.

Canceling the hard-copy DSCA(Q)1146 report and initiating the electronic updating of leases in DSAMS will allow greater efficiency and accuracy in the lease reporting and closure process. If you have any questions regarding this matter, please

contact Ms. Dawn Burke at (703) 601-3864 or e-mail dawn.burke@dscamail. Guidance in this memorandum is effective immediately.

  
TOME H. WALTERS, JR.  
LIEUTENANT GENERAL, USAF  
DIRECTOR

Attachment:  
As Stated

Copy to:  
DSADC  
USASAC  
AFSAC

Prepared by: BURKE, DAWN  
DSCA/P<sup>3</sup>-PPD,  
Crystal Gateway No. 303E,  
703-601-3864

Coordinated by:  
DSCA/GC  
DSCA/COMPT-FM  
DSCA/IT

DISTR:  
DSCA/FO  
P<sup>3</sup>-PPD (Dawn Burke) - Original

W:\BURKE\LEASES\POLICY\LEASE REPORTING IN DSAMS

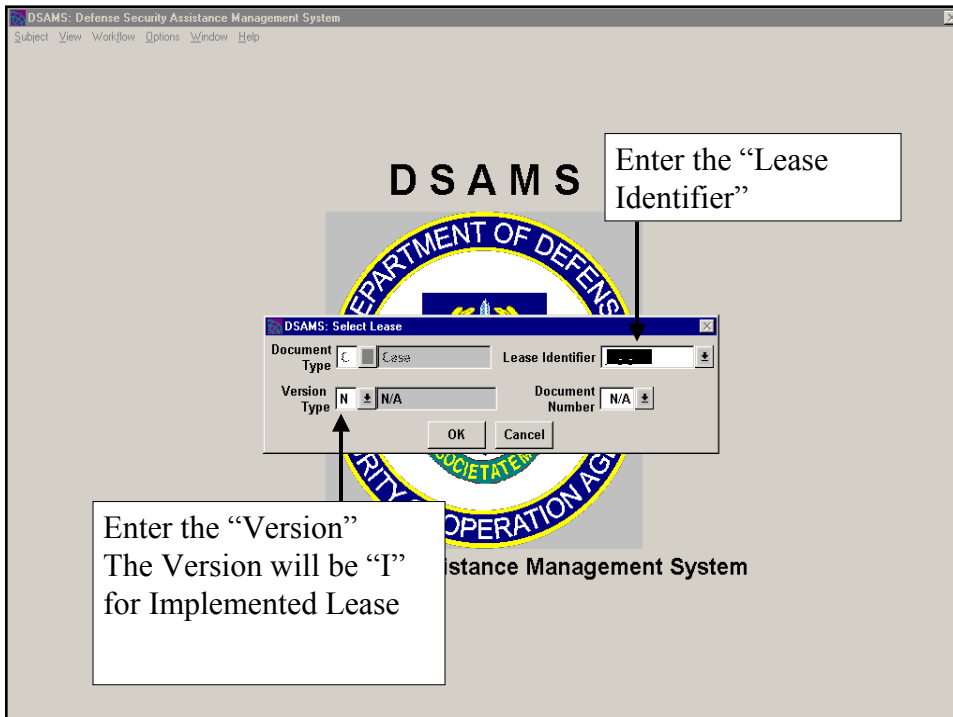
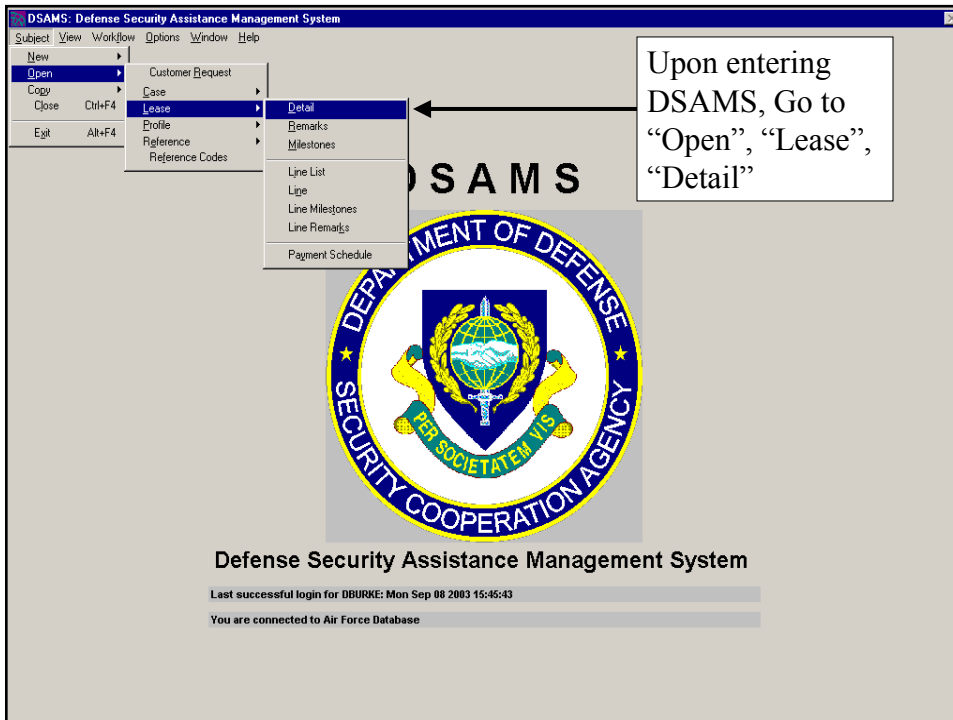
## **Instructions for Lease Reporting in the Defense Security Assistance Management System (DSAMS)**

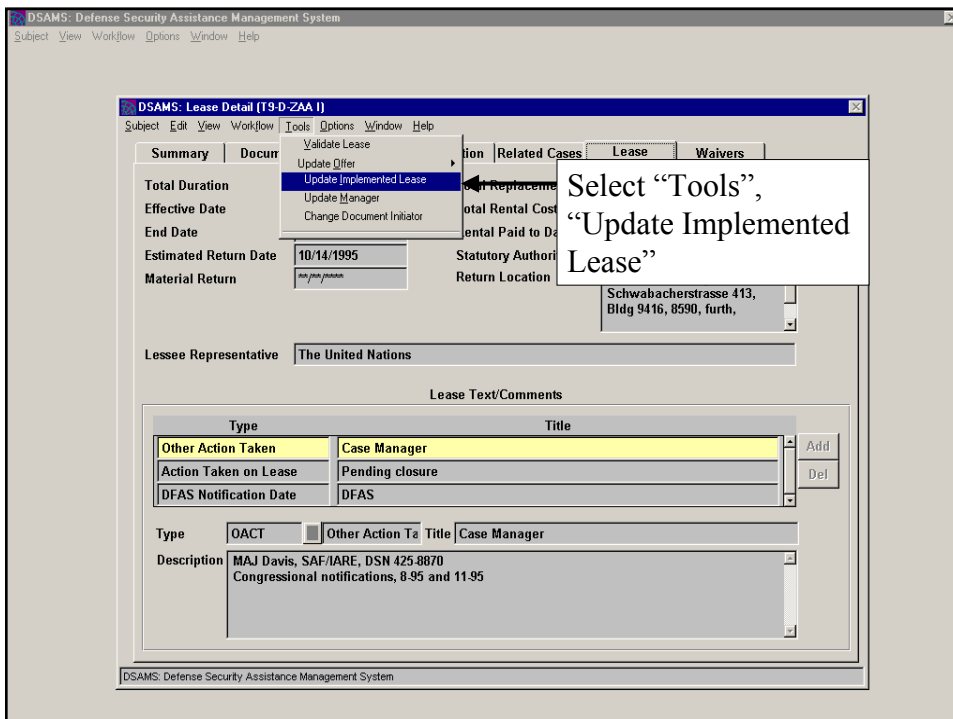
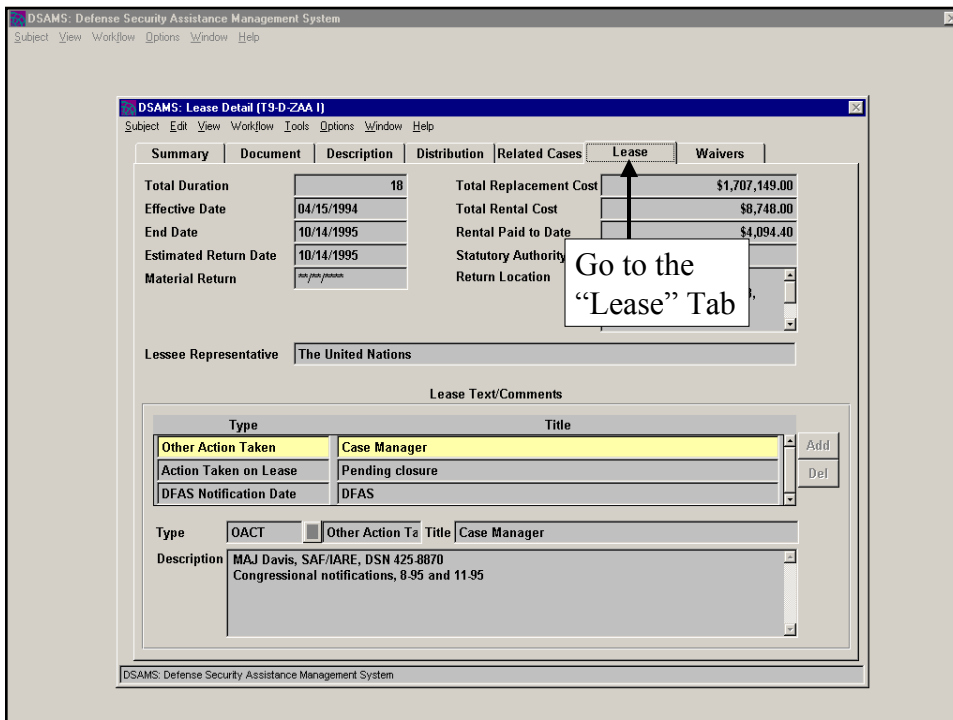
Each expired lease that is financially open at the end of a quarter must have an update posted in DSAMS explaining what action is being taken to close the lease. Additionally, leases that are due to close in the upcoming quarter, or being altered via amendment or extension (via a new lease) will include a comment explaining the action being taken. The lease status information will be posted in DSAMS as the "Action Taken on Lease" (comment code ACT) in the "Lease Text/Comments" field of the "Lease" tab of the lease "Detail." Directions on how to accomplish this update in DSAMS are stated below, and also attached as Power Point slides.

1. Upon entering DSAMS, go to the "Subject" menu and select "Open", "Lease", "Detail".
2. Enter the "Lease Identifier" and the "Version". The Version will be "T" for Implemented Lease.
3. Go to the "Lease" Tab of the Lease Detail.
4. Go to the "Tools" menu and select "Update Implemented Lease".
5. In the "Lease Text/Comment" field, select "Add".
6. In this section, select the drop-down menu for "Type". This will open the "Case Text Type" box.
7. In the Case Text Type box, select the "ACT" Case Text Type for "Action Taken on Lease", and click "OK".
8. Enter a descriptive title in the "Title" field, and the current status in the "Description" field.
9. Once the current lease status has been posted, select "Save" from the "Subject" menu.

When all leases have been updated at the end of each quarter, the IAs' designated point of contact will e-mail DSCA (Policy, Plans, and Programs Directorate) at [policy-dsca@dsca.mil](mailto:policy-dsca@dsca.mil). DSCA then generates a report for each IA in DSAMS, and compares the data against the quarterly financial report provided by DFAS Denver.

On a quarterly basis, DFAS Denver provides the financial status of each lease to DSCA (Policy, Plans, and Programs Directorate) and each IA. DFAS will continue to provide this report until lease financial data is available in DSAMS. The lease collections will be available in DSAMS release R6.10 (scheduled for December 2003). The collections will be updated in DSAMS via a transaction with the Defense Integrated Financial System (DIFS). Once the collections are available in DSAMS, the IAs will be responsible for verifying the accuracy of payments and notifying DFAS of any financial issues. The IAs will also coordinate with DFAS to initiate closure action when a lease is financially closed.





DSAMS: Defense Security Assistance Management System

Subject View Workflow Options Window Help

DSAMS: Lease Detail (T9-D-ZAA I)

Subject Edit View Workflow Tools Options Window Help

Summary	Document	Description	Distribution	Related Cases	Lease	Waivers
Total Duration	18	Total Replacement Cost			\$1,707,149.00	
Effective Date	04/15/1994	Total Rental Cost			\$8,748.00	
End Date	10/14/1995	Rental Paid to Date			\$4,094.40	
Estimated Return Date	10/14/1995	Statutory Authority			N/A	
Material Return	ask your provider	Return Location			DRMO/Nuernberg, Schwabacherstrasse 413, Bldg 9416, 8590, furth,	
<input checked="" type="checkbox"/> Print Schedule A						
Lessee Representative		The United Nations				

Lease Text/Comments

Type	Title	
Other Action Taken	Case Manager	Add
Action Taken on Lease	Pending closure	Del
DFAS Notification Date	DFAS	

Type: OACT Other Action Taken Title: Case Manager

Description: MAJ Davis, SAF/ARE, DSN 425-8870  
Congressional notifications, 8.95 and 11.95

DSAMS: Defense Security Assistance Management System

Select "Add"

DSAMS: Defense Security Assistance Management System

Subject View Workflow Options Window Help

DSAMS: Lease Detail (T9-D-ZAA I)

Subject Edit View Workflow Tools Options Window Help

Summary	Document	Description	Distribution	Related Cases	Lease	Waivers
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Material Return	ask your provider	Return Location			DRMO/Nuernberg, Schwabacherstrasse 413, Bldg 9416, 8590, furth,	
<input checked="" type="checkbox"/> Print Schedule A						
Lessee Representative		The United Nations				

Lease Text/Comments

Type	Title
Action Taken on Lease	Pen
DFAS Notification Date	DFA
N/A	N/A

Type: N/A

DSAMS: Case Text Type

Code	Title
AC	Amendment Change
ACT	Action Taken on Lease
DFNOT	DFAS Notification Date
GP	General Provision
ILR	Implementation Rer
INI	Implementation Inst
OACT	Other Action Taken
OC	Summary of Other Cases

OK Cancel

10 rows retrieved from the database.

First, Select the Drop-Down Menu for "Type"

Second, Select the "ACT" Case Text Type for "Action Taken on Lease", and Click "OK"

DSAMS: Defense Security Assistance Management System

Subject View Workflow Options Window Help

DSAMS: Lease Detail (T9-D-ZAA I)

Subject Edit View Workflow Tools Options Window Help

Summary Document Description Distribution Related Cases Lease Waivers

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Enter the "Title",  
and Enter the  
Current Status in the  
"Description Box"

Lease Text/Comments

Action Taken on Lease	Pending closure	Title		Add
DFAS Notification Date	DFAS			Del
Action Taken on Lease	N/A			

Type ACT Action Taken on Title N/A

Description N/A

DSAMS: Defense Security Assistance Management System

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Subject View Workflow Options Window Help

DSAMS: Lease Detail (T9-D-ZAA I)

Subject Edit View Workflow Tools Options Window Help

New Document Description Distribution Related Cases Lease Waivers

Open

Copy

Close Ctrl+F4

Save Ctrl+S

Exit Alt+F4

Material Return

☒ Print Schedule A

Lessee Representative The United Nation

Once the Current  
Update has been  
Posted, Select  
"Save" from the  
"Subject" Menu

Lease Text/Comments

Type	Title	Add
Action Taken on Lease	Pending closure	
DFAS Notification Date	DFAS	Del
Action Taken on Lease	Negotiations with United Nations	

Type ACT Action Taken on Title Negotiations with United Nations

Description The UN has taken action to waive past debt due by the United States. In return, the US is waiving all past lease payments due by the UN. Lease expected to close within two months.

DSAMS: Defense Security Assistance Management System